

Create My Resume

+ Headline / Profile Summary

- **An energetic** [strong character trait] **problem solver** [job title / life role] **with two years' experience in customer service** [type & length of relevant experience].
- **Hardworking** [strong character trait] **Ontario Certified Security Guard** [job title / life role] **with a strong work ethic** [core skill / value] **and experience in a fast-paced healthcare environment** [type of work environment, if relevant].

+ Highlights of Qualifications

List 5 to 8 of your top hard and soft skills relevant to the position. You can also list relevant knowledge/training and experience.

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+ Education / Training / Certifications / Licenses

Include dates and the names of the institution whenever possible

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 Relevant Work Experience / Volunteer Work

Job title: _____

Company name: _____

City / Country: _____

From _____ to _____

List 3 to 5 duties / accomplishment statements:

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Job title: _____

Company name: _____

City / Country: _____

From _____ to _____

List 3 to 5 duties / accomplishment statements:

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Job title: _____

Company name: _____

City / Country: _____

From _____ to _____

List 3 to 5 duties / accomplishment statements:

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